

SCHOOL REPORT CARD NARRATIVE COLLECTION SOFTWARE

INSTALLATION AND OPERATING INSTRUCTIONS

INTRODUCTION. The 2002 School Report Card Narrative collection application is now available from the <http://nj.evalsoft.com/narrativecollection> Web site.

The software collects two pages of narrative data. As a general response to a frequently asked question, please be reminded that although these two pages of narrative have been referred to as the “principal’s” and “superintendent’s” pages, this is, in large part, due to the fact that the name and contact information for these individuals appear at the bottom of each of these respective pages. The formal direction given to districts with regard to the narratives has always been that the first page should address the highlights, accomplishments, challenges, and issues for the preceding year and the near future in educating the students enrolled in a school. The second page was intended to address broader issues such as how the district and school were modifying their activities to align their curriculum with the new Core Curriculum Content Standards (CCCS). Superintendents and principals may exercise considerable latitude in determining the content of these pages, but are asked in some manner to address the positive outcomes and compelling challenges that face our professionals in educating New Jersey’s children.

INSTALLATION. The computer on which this software is installed **must** have Internet access to facilitate the transfer of the entered data. After installing into the directory of user’s choice, execute.

PASSWORD PROTECTED. In the interest of ensuring the security and integrity of the school-based two-page narratives that are to be entered into the above application, access to the software following installation is password-protected. The first time the program is run, it will prompt the user for the county, district, and a password. The password will be used by the software to authenticate the upload of narrative information. If a mistake is made, the user has the ability to correct the entry under the File menu pad.

Each county office has received a list of the districts in its county with a unique password assigned to each district. It has been requested that the county office share this password with each of the district superintendents. Once installed, district personnel responsible for operating the software will be prompted to enter their unique county, district, and school codes in addition to this password.

It is requested that these passwords remain confidential. District personnel should be advised to exercise discretion in terms of the numbers of individuals who are aware of this information. Again, these measures have been taken in order to reduce the possibility of anyone tampering with these narratives.

TRANSMITTING THE NARRATIVE FILES.

To test the user’s Internet connection, a test function is available under the File menu pad. It is a complete functional test but does not upload real information.

When data entry is complete, select the “**TRANSMIT**” button on the main screen. If the software is able to connect to the Internet, it will automatically upload the information the user has entered and confirm a valid upload. This task may be performed multiple times, either to effect corrections to previously uploaded data, or to ensure a working backup of entered data. The second and subsequent uploads will cause a message to be presented, advising the user that the file already exists at the upload site, and will request confirmation from the user to overwrite that file.

In the event that the software is unable to obtain an Internet connection either through your local area network (LAN) or through a modem, users will have to manually initiate Dial-Up Networking and connect to the Internet in their usual manner.

Complete logging of communications is performed for diagnostic purposes; the user may look at that log under the File menu pad and may be asked to either e-mail or FAX it in to technical support personnel in the event of unresolvable difficulties.

CONNECTION ISSUES ASSOCIATED WITH TRANSMITTING THE NARRATIVE FILES.

If you experience connection problems while using the software, first verify that your browser (Netscape/Internet Explorer) and e-mail are both working. If both the browser and e-mail are functioning as expected (sending and receiving), you could be experiencing difficulties due to a proxy server. The best way to determine if your Internet communications are going through a proxy server is to contact your local technology support person. If your support person verifies that you are communicating through a proxy server, your proxy client may need to be installed or updated.

SOFTWARE OPERATING INSTRUCTIONS.

After clicking [OK] to the above step, the user is ready to begin entering Narrative and Contact information for his/her school. The operation is very similar to the NJCARD02.EXE application that has been incorporated into the final school report card product that was distributed during the 1997, 1998, 1999, 2000 and 2001 administrations of the New Jersey School Report Card.

General Operating Instructions.

The performance of the software may vary from computer to computer. For looking up data for individual schools or entering narrative and contact information, the lower-end configurations will function well. However, when the reports are to be produced, viewed, and printed, more RAM and a faster processor will save time. If the “**All**” option is to be used for generating a complete report card consisting of all three (or four, if a vocational school) is used, a minimum of 32 MB of RAM on a Pentium processor is recommended.

Conventions.

- Return Button. Use the mouse to point to this key and double click on it or press the **Enter** key in order to return to an earlier screen or point in the software program.
- Select School Function. In order to select another school or set of schools, you may do either of the following: Use the mouse to point to the “**File**” option on the toolbar at the upper left-hand corner of the screen. Click on the word “**File.**” The “**Select School**” option will appear. Click on this selection. Or you may click on the “**Select School**” function button on the main menu screen. In a few moments, the School Selection screen will reappear. Proceed to select new school names.

Once installed, the software program can be activated from the Programs list. Select “**NJ Software 2002,**” then select either “**Narrative Collection 2002**” or “**Uninstall Narrative Collection 2002.**” When “**Narrative Collection 2002**” is selected, the Main Menu screen appears. The first action required is to select a school.

School Selection Screen.

Select a county, district, and school by highlighting an entry in the pick lists. Select a school type, or school type will be set when you select the first school. All schools selected at one time must be the same type.

The **Cancel** button will return you to the previous screen.

Main Screen.

Once the software application is installed, the main screen with the following six function buttons is displayed:

New Jersey State Report Card Narrative 2001 (12 - 3456)

File Edit

Select School(s)

Instructions: 1. Select County. 2. Select District. 3. Select School Type 4. Add School(s) to the List

1. Select County:

- (01) ATLANTIC
- (03) BERGEN
- (05) BURLINGTON
- (07) CAMDEN
- (09) CAPE MAY
- (11) CUMBERLAND
- (13) ESSEX
- (15) GLOUCESTER
- (17) HUDSON

2. Select District:

3. Select School Type:

☐ Elementary
 ☐ Charter - Elem
☐ Secondary
 ☐ Charter - Sec
☐ Vocational
 ☐ Comp H.S.
☐ Special Services
 ☐ Charter - Comp
☐ Special Education
 ☒ Show All

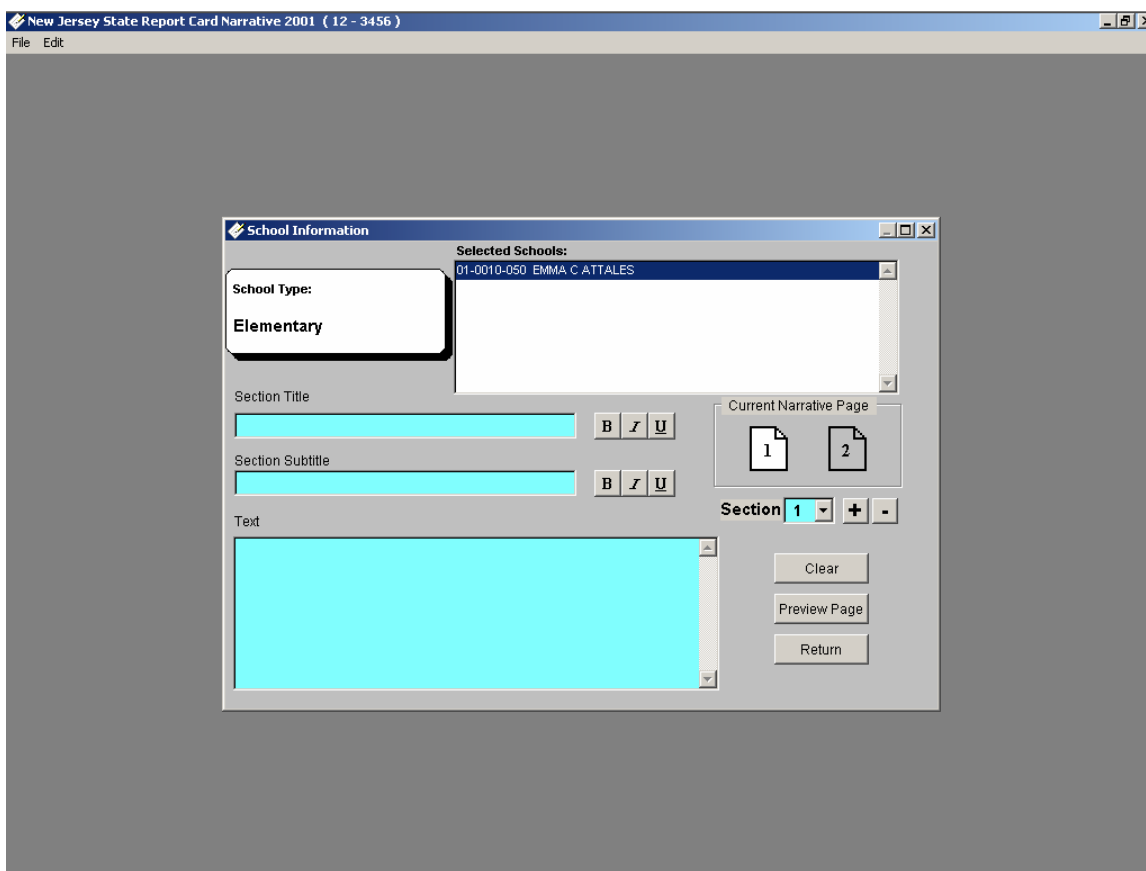
4. Select School:

Type: none

Selected Schools:

Add
 Remove
 Clear List
 Done

“Select a School” displays the county, district, and school menus from which specific schools may be selected. Use the mouse or **Up/Down Arrow** keys to highlight the desired county, district, and school. To select a school, you will need to double click on your selection or the **“Add”** button. If you would like to select more of the same type of school, pick a county, pick a district, and pick a school. When you are finished building your school list, click on the **“Done”** button. At the main menu, select one of the following function buttons: **“Enter Narrative”**, **“Enter Contacts”**, **“Print”**, **“Transmit Data”**, or **“Exit”**. Each of them is explained below in detail.



Enter Narrative displays the screen for entering or editing the narrative for Pages 2 and 3 of the printed reports. The program allows you to enter the required two-page narrative directly into the software. You are provided the option of including a main title and a subtitle, if you wish, for each section.

The narrative appears on the second and third pages of the New Jersey School Report Card. The narrative may be entered directly into the software or copied and pasted from an existing word processing document. The copy/paste feature of Windows will place your selected text onto the Windows clipboard for pasting into the New Jersey School Report Card narrative. (Only the text will be pasted. Formatting fonts, bolding, italics, and underlining cannot be pasted.)

The font that will print is fixed to match the rest of the printed report card. The user cannot change it. Each page can be divided into sections, as needed. Each section may be given a title and a subtitle and you may designate these as bold, italics, or underlined. The biggest challenge is to fit the text to the space provided for it on each of the two pages.

On the right-hand side of the narrative screen, appear the icons that indicate which page is being edited (**Current Narrative Page 1 or 2**). Click on the one you wish to edit. The one highlighted is the current one.

The number next to “section” indicates the section into which the text is being entered. Use the drop-down arrow to show a list of which sections have been created. Use the + button to add a new section. Use the – button to delete a section.

The **“Clear”** button will delete text from the section currently displayed.

The **“Preview Page”** button will display a view of the page as it has been created.

For each section, a title and subtitle may be created. Click into the appropriate field for the title and enter text as desired. The titles may be bolded, italicized, and/or underlined by clicking on the buttons to the right of the title fields.

When you have finished entering or editing your text, click on the **“Return”** button to go back to the Main Menu. The same schools remain selected. Click on **“Select a School”** at the Main Menu only if you want to change schools.

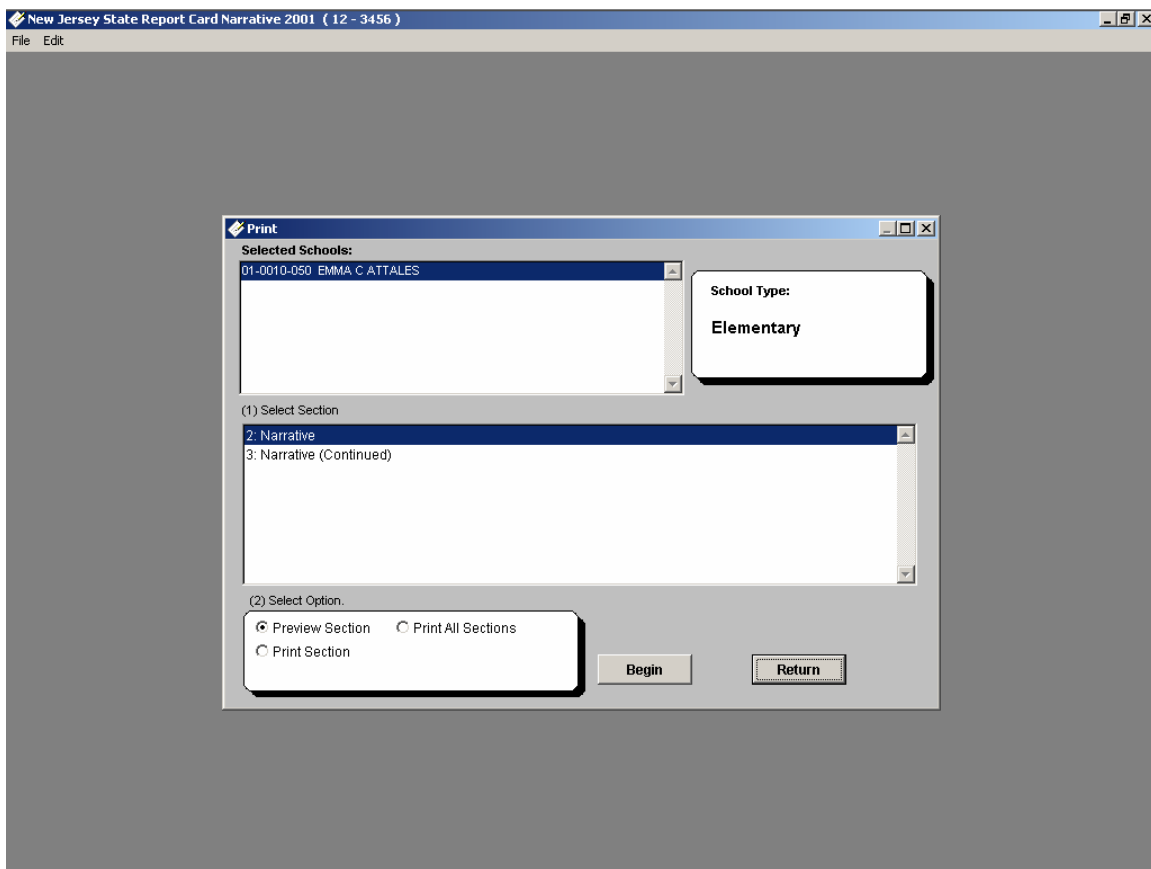
Determining the proper narrative length can be difficult. With proportional fonts and differing word lengths, there is not a specific target number of characters or words that can be used to estimate how much narrative will fill or overflow each of the two narrative pages. If titles and subtitles are used, less narrative will fit. After entering the text desired, use the **“Print Preview”** option for the narrative section to see how the text fits these pages. Then edit the text back into the narrative screen to be longer or shorter as appropriate.

If more narrative is entered than will fit on the page, the software will print an additional page for the text. However, a well-written narrative edited to fit two pages is the most effective format.

Narrative content is important. Again this year, the report card provides two pages for each school to include locally developed narrative materials. In this space, the faculty and principal describe their school’s special accomplishments, challenges, activities, and long-term goals. The locally developed report card narrative also provides each faculty member the opportunity to describe how he or she is aligning curriculum and modifying instruction to insure that all students reach the state’s Core Curriculum Content Standards.

The screenshot shows a software window titled "New Jersey State Report Card Narrative 2001 (12 - 3456)". Inside, a "Contact Information" dialog box is open. It features a "Selected Schools:" list box containing "01-0010-050 EMMA C ATTALES". To the right of this list is a "School Type:" label above a text box containing "Elementary". Below the list box are four text input fields: "Principal", "Phone Number", "Superintendent", and "Phone Number". To the right of these fields are three buttons: "Save Changes", "Undo Changes", and "Return".

“Enter Contacts” displays the entry and edit screen for information about the principal and superintendent. The software enables you to enter the name and telephone of your school’s principal and district superintendent directly into the program where these will appear on the narrative pages in their designated locations. In order to check and verify the placement of this information, use the **“Print Preview”** or **“Print”** option following selection of the **“Print”** button from the main screen. Contact information is printed at the bottom of Pages 2 and 3 of the report. What is entered into this screen is what will print on those pages. Click into a text field and type the desired information.

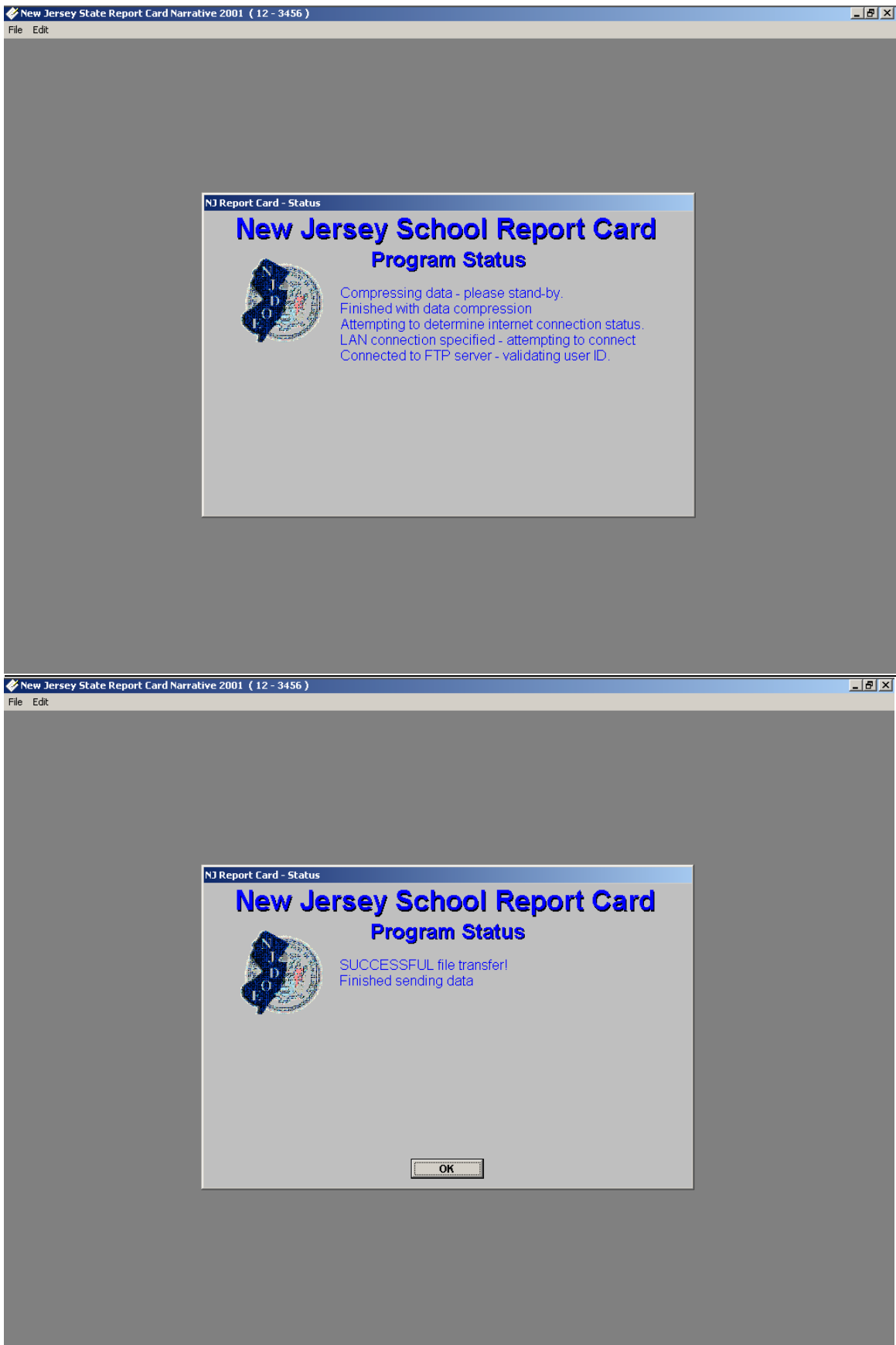


“Print” displays the menu for creating the printed reports. Selection of this option allows you to either (1) preview the report card for the school you have selected; (2) send the selected document to the printer; (3) send the core documents to the printer; (4) send the selected documents to the printer; or (5) send all the sections to the printer.

The reports are created and printed in sections. Step one is to select the section(s) to be created. Selecting the **“All”** option will generate all sections that are appropriate for a particular school. Use the **“All”** option cautiously. This option places considerable demands upon your computer’s resources and requires more RAM and other capacity than running the reports separately. Using the **“All”** option may not be faster than running each section separately, because the composition time for the reports will be the same.

Step two is to choose **“Print Preview”** or **“To Printer”**. Print Preview displays a screen copy of the actual printed pages. To Printer sends the report to your computer’s default printer.

Note. The **“Print Preview”** feature allows you to see exactly what will be printed. However, this launches a separate preview window which must be closed to return to the New Jersey School Report Card. Close it by clicking on the **“X”** in the upper right corner in Windows 95/98/NT.



“Transmit Data” displays the transmit status at every step in the process. The status message will provide valuable information in the event that transmission fails. To review the status log later during the troubleshooting process, click on the file menu pad then **“Display Log File”**. If all attempts to transmit the narrative file fail, click on the file menu pad, then **“Manual Transmission,”** this will create the transmission file and detailed instructions. You may at that time either attach the file to an e-mail or mail it on a floppy.

“Exit” ends the current session and returns the computer to the Windows desktop.

ASSISTANCE. If you have any questions, please feel free to contact the Fall Survey/School Report Card Office in the Division of the Deputy Commissioner by telephone at (609) 292-6037, fax at (609) 777-3280, or fill out the preferred e-mail form at <https://www.state.nj.us/njded/data/collections/rc/contact.htm>

Revised November 2002